



**Oakridge Neighborhood
August Board Meeting Minutes
August 28, 2024
Hybrid Meeting – Oakridge Neighborhood**

Attendance:

Dr. Andrea McGuire; Joyce McDanel; Carol Bodensteiner; Diana Dubuisson; Skylar Mayberry-Mayes; Martine Olson-Daniel;

Remote Attendance:

Jamie Buelt; Marcy Baker; Rona Berinobis; Jessica Feeney; Sharon Gaddy-Hanna; Timothy V Haight; Matt Haney; Michael A. Hutney; Nalo Johnson, PhD; Kent Kramer; Kuuku Saah; Erin Kuhl; Mary Johnson; Mark Wiltse; Deidre Williams;

Board Not In Attendance:

Albert Farr; Emily Lemay

Staff Attendance:

Almardi Abdalla; Kristin Clayton; Chris Irvine; Kristin Littlejohn; Pat Palmer; Sheri Fitzpatrick;

I. Call to Order

- a) Dr. Andrea McGuire called the August 2024 Oakridge Board Meeting to order at 7:32 a.m.

II. Mission Moment

- a) Jamie Buelt, President of enQStrategies provides the mission moment giving the board a theme “we never really fully understand the little things that we're doing while we're doing them, but they mean a lot to people in the end. We're making a bigger difference than we ever imagined.”

III. Consent Agenda Approval

- a) Dr. Andrea McGuire presented the following items for approval:
 - Board Meeting Minutes – June 2024
 - Corrections –
 - i. Carol Bodensteiner was absent for meeting.
 - ii. Correction of minutes to reflect June meeting
 - July Financials

Move: Carol Bodensteiner **Second:** Martine Olsen-Daniel **Status:** Passed

IV. Committee/Working Group Updates

- a) Finance– Mark Wiltse, Chair of the Finance Committee provided an overview on the following items:
 - i. Cash flow; line of credit; withdraw from Community Foundation
 - ii. Budget year to date and timing on grants
 - iii. Expense line items standing out
 - a. CEO search fee
 - b. Security contract services
 - iv. ONS Housing vacancies and contract maintenance fees

- b) Development – Kristin Littlejohn, VP of Development provided a detailed report and discussion on the following items:
 - i. Corporate Giving
 - ii. Foundations
 - iii. Special Events
 - iv. Annual Giving
 - v. Year End
 - vi. Government Grants
 - vii. Upcoming Events
- c) Communications – Chris Irvine VP of Communications provided a detailed Communications update on
 - i. Media
 - ii. Events
 - iii. Community Relations

V. Audit & 990 Draft

- a) Clean audit
- b) New Accounting principle
- c) Management letter regarding credit card policies no longer necessary
- d) Note disclosure for 2024 audit financials for all nonprofits regarding liquidity
- e) 990 DRAFT approval

Move: Carol Bodensteiner **Second:** Martine Olsen-Daniel **Status:** Passed

VI. CEO Update

- a) Royal View Manor
 - i. RFP in process.
 - ii. Follow-up with city TBD
- b) Anawim
 - i. Executive committees met to discuss working together
 - ii. Both Boards requesting Board approval for signed NDA to continue conversation

Move to approve NDA: Carol Bodensteiner **Second:** Skylar Mayberry-Mayes **Status:** Passed

VIII. Other Business

- i. Upcoming Events
 - a. Jazz, Jewels and Jeans September 13th 6 p.m. at Mainframe Studios
 - b. Oak Society Reception Thursday, November 7th 4:30 – 6:30 at Allora Café in Krause Gateway Center

Move to adjourn: Closed Session: Joyce McDanel **Second:** Carol Bodensteiner **Status:** Passed

Meeting adjourned at 8:45 a.m.

Please contact Sheri FitzPatrick at sfitzpatrick@oakridgeneighborhood.org if you have any questions, corrections, or additions to this document.